

**BOARD OF SELECTMEN  
MINUTES OF MEETING  
February 8, 2021**

**Present (remotely):** Chair, Ladleah Dunn, Vice-Chair, Keryn Laite, Jr., Josh Gerritsen, Mike Ray, Jordan Barnett-Parker, and Town Administrator, David Kinney

Chair Dunn read portions of the opening of the agenda regarding the provision for remote meetings during the current state of emergency, including how the public could view and participate in the meeting and that all votes taken during the public proceeding would be taken by roll call.

Selectman Laite read the quote.

**1. Citizens' Forum (6:30 PM +/-, televised and public Zoom session starts):**

There were none submitted via email or on the chat.

**2. Administrator's Report:**

David Kinney, the Town Administrator, noted:

- EMS Presentation: The Board was presented with a presentation from the Mid-Coast EMS Project. Kinney suggested that the Board invite someone who knows about first responders to explain what is involved and what it means to the citizens of Lincolnville. Kinney will work on finding someone to present.

**3. Meetings & Announcements:**

Town Administrator Kinney read the meetings and announcements.

**4. Upcoming Community Events:**

There were none.

**5. Meeting Minutes – January 25, 2021:**

Laite made a motion, seconded by Ray, that the Board approves the January 25, 2021 meeting minutes as presented. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.

**6. Liquor License Renewal Application- Beachfront, Inc. d/b/a McLaughlin's Lobster Shack:**

Laite made a motion, seconded by Gerritsen, that the Board approve and sign the liquor license application submitted by the Beachfront, Inc. doing business as McLaughlin's

Lobster Shack. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.

7. **Committee Chair and Department Head Updates(s):**

- **Financial Advisory Committee – 2020 Investment Performance:**

Linwood Downs, Chair of the Financial Advisory Committee, gave his presentation to the Board concerning the performance of the Town of Lincolnville’s investment accounts for the previous year.

Downs noted that the Town’s investment manager is First Advisors and they continue to deliver a solid performance.

**Reserve Levels:**

- The Committee made recommendations to keep the Town Reserves at 25% of the operating budget or 90 days of expenditures.
- At the end of the fiscal year, Lincolnville had approximately \$3.167 million in unassigned reserves and \$2.3250 million in assigned reserves.
- Of the assigned reserves, “Capital Reserve Funds” are roughly \$2.079 million are being held in various investments for various assigned sub-accounts. There is another \$171,000 in reserves.
- Bottom line, right now we have reserves that are roughly equal to 135 days of expenditures, which is up about 9 days from the previous fiscal year.

**Reserve Investments:**

- As of December 31, 2020, the reserves investment allocation for Cash or Fixed Income is roughly 81% and 19% of our reserves could be allocated to Equity Funds.
- Since First Advisors started managing the Town of Lincolnville’s money, the Town has earned about 4.6% per year.
- The overall return, net of fees this year was 5%, compared with 9.3% in 2019 and -1.2% in 2018.
- The Committee recommended the Town stay with First Advisors since they have generally met or exceeded its comparable benchmark.

The Board thanked Downs for his thorough report.

- **Lakes & Ponds Committee – Gary Gulezian:**

**Phragmites removal:**

Gary Gulezian, Chair of the Lakes & Ponds Committee, gave the following presentation.

The Lakes & Ponds Committee received approval from the State of Maine's Department of Environmental Protection to do a removal of Phragmites. They met once a week from July through September and removed the phragmites with hand tools to about 6" from the ground.

Gulezian reported that the idea is to keep cutting it down so that it can't photosynthesize and add more energy and nutrients to the roots. If this can be repeated for several years, it would keep it under control.

Gulezian presented the Board with a graph of a sign that they would like to place next to the nature trail in the area where the phragmites are located. This would explain what the project is about and would contain a QR Code to give more background details to the public.

Lastly, the group is interested in applying for a permit from the State of Maine to go beyond the pilot project to do removals of the Phragmites in the future, which would be one of their next steps.

Laite wanted to know what the process and cost are for applying for a state permit.

Gulezian explained it is a permit that comes from the Department of Environmental Protection at the state level with a fee of \$200.

#### **Unencapsulated Polystyrene:**

Gulezian reported that back in 2017, the Town of Camden came to the Lakes & Ponds Committee and asked that the Town of Lincolnville take a look at removing the blue Styrofoam on the lake. Camden passed an ordinance in November of 2017 to ban the use of unencapsulated polystyrene in new docks, floats, and buoys on the lakes, rivers and harbors.

Gulezian also reported that the Committee conducted a survey in the summer of 2018, to see what percentage of the docks contain this type of Styrofoam and at that time the Board decided not to create an ordinance, rather see what could be done through education by producing a brochure that was sent to all the property owners of all the lakes.

Gulezian that the Committee is very happy with the progress that is being made and they don't feel the need to create an ordinance.

#### **Norton Pond Report:**

Gulezian reported that over the last several years, the E. coli levels have been elevated on Norton Pond. The Lakes & Ponds Committee has added an element to their program to track down where the elevated E. coli may be coming from.

During the last couple of years, the Committee has been dealing with drought conditions in the summertime, which has produced improved E. coli readings.

The group will continue to follow up and will continue their work to research if these levels are from human or animal-related sources.

The Board thanked Gulezian for his informative and comprehensive report.

## **8. Broadband:**

### **Susan Corbett – National Digital Equity Center:**

Corbett, Director of the National Digital Equity Center, attended the meeting and gave an excellent overview regarding the expansion efforts for Broadband in Maine.

Corbett was glad to see all the work that has been done to date to help figure out the Broadband needs for the Town of Lincolnville and felt it was helpful to discuss some of the work that could be done and how to proceed and how to take the next step.

Corbett recommended starting with reactivating the Broadband Committee to move the work forward, especially when applying for grant funds. She suggested working with surrounding communities because there is strength in numbers and regional plans are going to carry a lot of weight.

Corbett told the Board, “If the Town is looking at doing a regional plan, the best way to serve all the communities is a regional plan, and you will want to make sure that no one is left behind and you will want to demand that every single home is connected, even the homes that are hard to reach because your town is investing and you don’t want to leave anyone behind.”

Corbett also explained that there needs to be more than one voice and there should be a town official on that committee, whether the Town decides to go regional or if the Town goes on their own, there needs to be a Broadband Committee.

Corbett also stated, “The communities that have the stronger Broadband Committees, that’s the key to success, so you want strong voices and you want as many people understanding why this is important.”

Corbett also ended by saying she happy to work with the Town of Lincolnville as the Town moves forward.

The Board thanked Corbett for attending the meeting and for lending her expertise.

### **Update on Mid-Coast Broadband Coalition:**

Kinney and Gerritsen recently attended a Mid-Coast Broadband Coalition meeting on January 27, 2021, via Zoom which was very informative.

The Board was presented with a copy of the meeting minutes from that meeting, which Gerritsen explained were very detailed. The goals were to move forward with speaking with a consultant and addressing certain goals.

Kinney explained, “Ultimately, if we’re going to participate, we want to make sure that the goals of Lincolnville line up with the goals of coalition and it’s important that the Broadband Coalition work to define its mission values, vision goals so that we are not spinning our wheels on a regional effort when we could be gaining traction on local effort.”

**Board Goals:**

The Board felt it was important to obtain a cost estimate of what it would take to get 100% penetration to every resident, regardless if it is a Town road or a private road.

Barnett-Parker explained that Lincolnville Communications Inc. gave a quote of \$16,600 per mile for laying fiber.

Ray stated that the amount quoted was \$22,500, which is what Lincolnville Communications Inc. was spending during the Cares Act.

Gerritsen confirmed that the information was listed in the January 25<sup>th</sup> Select Board meeting minutes, which explained the cost was in fact, \$22,500 cost per fiber mile and there are still 8 miles remaining to be built.

Ray explained it would be important to get a total cost from LCI to complete the 8 miles, which doesn’t cover the cost to connect people from the roadside to the home, and he wanted those figures moving forward.

Laite felt it was important to get answers to the accessibility and affordability within the towns and all the towns need to be on the same page to be successful.

**9. Richie Osgood – Qualified Mooring Inspector:**

Richie Osgood, a Lincolnville resident, came before the Board to request that his name be added to the Qualified Mooring Inspectors list.

The Lincolnville Harbor Ordinance requires that the Harbor Master prepare and submit a list of qualified mooring inspectors to the Select Board, annually. The Board is to then review, revise, and approve said list no later than December 31<sup>st</sup> of each year.

After some discussion, the Board was amenable to adding Osgood to the list once he provides the Town with proof of general liability insurance for \$1,000,000 or more.

Osgood asked Kinney to email him exactly what he needs to ask his insurance company and he will make sure that his insurance company takes care of that.

The Board thanked Osgood for attending the meeting.

**10. Review of Zoom Meeting Protocols:**

Laite made a motion, seconded by Gerritsen, to have the Town Administrator prepare for our consideration at a future meeting a supplement to our current rules of procedure that would govern our remote meeting practices until such time as remote meetings are no longer allowed. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.

**11. Photocopier Discussion:**

The Board reviewed the options regarding copiers for the Town Office, which were to either purchase the current one, continue to lease the current one, lease a new one from Ricoh, or lease a new one from Xerox.

The Board spoke in favor of signing a lease agreement with Xerox/Transco for a new black and white copier.

Ray made a motion, seconded by Barnett-Parker that the Town Administrator be authorized to sign a lease agreement with Xerox/Transco for a black and white copier for the town office. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.

**12. Consideration of Town Administrator Employment Agreement Renewal:**

Gerritsen made a motion, seconded by Barnett-Parker, that the Board of Selectmen approves and sign the Employment Agreement with David Kinney setting forth the terms of his employment as Town Administrator for the Town of Lincolnville for the period of June 1, 2021, to June 30, 2024. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.

**13. Selectmen Update(s):**

No updates at this time.

**14. Treasurer's and Payroll Warrant(s)-Approve & Sign:**

Barnett-Parker made a motion, seconded by Laite, that the Board approves the Treasurer's and Payroll warrants. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker, Yes, Dunn – Yes. Motion carried 5-0.

**15. Executive Session – Title 1 MRSA Section 405 (6)(C) to discuss the possible disposition of real property where premature disclosure of the information would prejudice the competitive bargaining position of the Town:**

**Laite made a motion, seconded by Barnett-Parker, that the Board enter into executive session pursuant to Title 1 MRSA Section 405(6)(C) to discuss the possible disposition of real property where premature disclosure of the information would prejudice the competitive bargaining position of the Town. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

**16. Adjourn:**

**Laite made a motion, seconded by Gerritsen, to adjourn. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker - Yes, Dunn – Yes. Motion carried 5-0.**

Respectfully submitted,

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Melissa A. Geary  
Administrative Assistant